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Samantha Hughes

Executive Legal Assistant Delivering High-Level Administrative Support

Executive legal assistant with 15 years of experience supporting C-level executives and legal teams. Specializes in managing schedules, coordinating meetings, and handling sensitive information. Excels in streamlining operations and fostering efficient communication across departments.

CONTACT



(555) 456-7890



samantha.hughes@email.com



LinkedIn | Portfolio



New York, NY

KEY SKILLS

- Calendar management
- Executive communication
- Legal documentation
- Meeting coordination
- Travel arrangements

Professional Experience

EXECUTIVE LEGAL ASSISTANT I STERLING & PARTNERS, NEW YORK, NY
APRIL 2017 - PRESENT

- Manage schedules and travel arrangements for four senior attorneys, ensuring seamless operations during high-stakes litigation
- Prepare legal documentation and presentation materials for board meetings, improving clarity and professionalism
- Serve as the primary point of contact for internal and external stakeholders, resolving scheduling conflicts promptly

LEGAL ADMINISTRATIVE ASSISTANT I BRYANT LEGAL GROUP, NEWARK, NJ
JUNE 2010 - MARCH 2017

- Provided administrative support to the managing partner, including handling correspondence and preparing meeting agendas
- Coordinated with court clerks to schedule hearings and file motions on behalf of attorneys

Education

- Associate of Science (A.S.) in Paralegal Studies
Berkeley College, Newark, NJ | May 2010